

Microsoft Project 2019/2021/365 – Part 1

Duration: 1 Day

Course Overview

This course is designed to familiarize you with the basic features and functions of Microsoft Project so you can effectively and efficiently manage projects in a real-world environment.

This course covers the critical knowledge and skills a project manager needs to create a project plan with Microsoft Project during the planning phase of a project. In other words, if your supervisor assigns you to lead a project, this course will enable you to draft a project plan with Microsoft Project and share it with your supervisor (and others) for review and approval.

The subject of this course is the Microsoft Project desktop app. A brief description of the Project for the web and the Project Online apps is presented in the Appendix.

Note: You can procure a license for the Project desktop app in one of two ways: purchasing a cloud-based subscription **or** an on-premises license. Project Online is included in both of the following purchase options:

- **Cloud-based subscription:** Project Plan 3 or 5. (Microsoft Project is not included in the Microsoft 365 plans. A separate subscription plan is required.)
- **On-premises solution:** Project Professional 2021.

Course Objectives

In this course, you will be able to construct basic project plans using Microsoft Project.

You will:

- Identify project management concepts and navigate Microsoft Project Professional.
- Create a new project plan.
- Add tasks to a project.
- Manage task relationships within a project.
- Manage project resources.
- Optimize and share a project plan.

Target Student

This course is designed for professionals who manage projects and need to be able to use Microsoft Project to create basic project plans. Some knowledge and understanding of project management concepts will be helpful, along with general desktop computer skills.

Course Outline

Lesson 1: Getting Started with Microsoft Project

Topic A: Identify Project Management Concepts

Topic B: Navigate in the Microsoft Project Desktop Environment

Lesson 2: Defining a Project

Topic A: Create a New Project Plan

Topic B: Set Project Plan Options

Topic C: Assign a Project Calendar

Lesson 3: Adding Project Tasks

Topic A: Add Tasks to a Project Plan

Topic B: Enter Task Duration Estimates

Lesson 4: Managing Tasks

Topic A: Create a Work Breakdown Structure

Topic B: Define Task Relationships

Topic C: Schedule Tasks

Lesson 5: Managing Project Resources

Topic A: Add Resources to a Project

Topic B: Create a Resource Calendar

Topic C: Enter Costs for Resources

Topic D: Assign Resources to Tasks

Topic E: Resolve Resource Conflicts

Lesson 6: Finalizing a Project Plan

Topic A: Optimize a Project Plan

Topic B: Set a Baseline

Topic C: Share a Project Plan

Prerequisites

To ensure your success in this course, you should have basic knowledge and skills using the Microsoft® Windows® operating system—preferably the most current version. While you do not need to be an expert, some experience and competency with Microsoft 365 applications, particularly Word and Excel®, will be useful. Finally, having a foundational knowledge of project management concepts will help prepare you for working with Microsoft Project.

You can take any of the following courses to attain the requisite knowledge and skills:

- *Using Microsoft® Windows® 10 (Second Edition)*
- *Microsoft® Office Word: Part 1 (any current version)*
- *Microsoft® Office Excel®: Part 1 (any current version)*
- *Project Management: Fundamentals of Predictive and Adaptive Methods*

Microsoft Project 2019/2021/365 – Part 2

Duration: 1 Day

Course Overview

Welcome to *Microsoft® Project® 2019/2021/365: Part 2*. This course is designed to familiarize you with some of the advanced features and functions of Microsoft Project so you can use it effectively and efficiently in a real-world environment.

In *Microsoft® Project® 2019/2021/365: Part 1*, you learned the basic features of Microsoft Project during the planning phase of a project. This course covers the advanced knowledge and skills a project manager needs to update a project plan in Project during the execution, monitoring, and controlling phases of a project. In other words, once your project plan is approved by the project sponsor, this course will enable you to manage the project so that it is completed on time, within budget, and according to scope.

Note: You can procure a license for the Project desktop app in one of two ways: purchasing a cloud-based subscription **or** an on-premises license. Project Online is included in both of the following purchase options:

- **Cloud-based subscription:** Project Plan 3 or 5. (Microsoft Project is not included in the Microsoft 365 plans. A separate subscription plan is required.)
- **On-premises solution:** Project Professional 2021.

Course Objectives

In this course, you will maintain project plans during the execution, monitoring, and controlling phases of a project. You will:

- Update a project plan.
- Generate project views to manage a project.
- Create project reports to share a project's status.
- Reuse project plan information.
- Work with multiple projects.

Target Student

This course is designed for business professionals with an understanding of project management concepts and who are responsible for creating and maintaining project plans. Target students will be looking to acquire the advanced knowledge and skills needed to update a project plan in Microsoft Project during the execution, monitoring, and controlling phases of a project.

Course Outline

Lesson 1: Updating a Project Plan

Topic A: Enter Task Progress

Topic B: Enter Overtime Work

Topic C: Edit Tasks

Topic D: Update Cost Rate Tables

Topic E: Update a Baseline

Lesson 2: Viewing Project Progress

Topic A: Use View Commands

Topic B: Add Custom Fields

Topic C: Create Custom Views

Topic D: Format and Share the Timeline

Lesson 3: Reporting on Project Progress

Topic A: View Built-In Reports

Topic B: Create Custom Reports

Topic C: Create Visual Reports

Lesson 4: Reusing Project Plan Information

Topic A: Create a Project Plan Template

Topic B: Share Project Plan Elements with Other Plans

Lesson 5: Working with Multiple Projects

Topic A: Share Resources

Topic B: Link Project Plans

Prerequisites

To ensure your success in this course, you should have basic project management knowledge and skills. Additionally, you should be able to create a new project plan, manage time in a project plan, manage tasks in a project plan, manage resources in a project plan, and share a project plan using Microsoft Project. The following Logical Operations course can help you in meeting this requirement: *Microsoft® Project® 2019/2021/365: Part 1*.

You should also have basic knowledge and skills for using any current Windows® operating system—preferably Windows 10—and Microsoft® Office. The following courses can help you meet this requirement:

- *Using Microsoft® Windows® 10 (Second Edition)*
- *Microsoft® Word for Office 365 (Desktop or Online): Part 1*
- *Microsoft® Excel® for Office 365/2021 (Desktop or Online): Part 1*
- *Microsoft® PowerPoint® for Office (Desktop or Online): Part 1*